



## UNIT SECRETARY HSC-1630

*Knowledge and application of some basic computer skills are needed to be successful in some of the healthcare courses and in the healthcare setting in general.*

**COMPUTERS FOR THE HEALTHCARE SETTING** is strongly recommended and includes:

- *Introduction to Computers*
- *Keyboarding*
- *Microsoft Word*
- *Microsoft Excel*

**Program Overview:** Unit Secretary is a fast growing occupation. Career opportunities are best for those with knowledge of computerized office equipment and software as well as excellent interpersonal communication skills. This 40 hour program provides educational opportunities for those interested in working as a medical secretary in single or multi-physician practices or large healthcare and allied health organizations. In addition to administrative skills, unit secretary students receive specialized training in medical terminology for the secretary.

**Salary Range:** Mid 20's per year

**Career Opportunities:**  
Hospitals, clinics, Dr.'s offices

**Expenses:** Cost of course - \$295  
Books – approximately \$60

**Visit our web pages**

**[www.yorktech.com/alliedhealth](http://www.yorktech.com/alliedhealth)**

**[www.yorktech.com/cj](http://www.yorktech.com/cj)**

*To ensure participation, students should register five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made.*

# 2009 Unit Secretary HSC 1630

| <b>Main Campus - A building Room 203</b>                           |    |  |
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| <b>HSC 1630- 008 **Tuesday and Thursday 5:30p- 9:30p***</b>        | DE |  |
| <b>February 3- March 5</b>   |    |  |
| Feb 3, 5, 10, 12, 17, 19, 24, 26, Mar. 3, 5                        |    |  |
| <b>HSC 1630- 001 **Tuesday and Thursday 5:30p- 9:30p***</b>        | DE |  |
| <b>March 26- April 30</b>  |    |  |
| March 26, April 2, 7, 9, 14, 16, 21, 23, 28, 30                    |    |  |
| <b>HSC 1630-002 **Saturday 8:30-5:30**</b>                         | LM |  |
| <b>April 25- May 23</b>  |    |  |
| April 25, May 2, 9, 16, 23   |    |  |
| <b>HSC 1630- 003 **Tuesday and Thursday 5:30p- 9:30p***</b>        | DE |  |
| <b>May 7- June 9</b>   |    |  |
| May 7, 12, 14, 19, 21, 26, 28, June 2, 4, 9                        |    |  |
| <b>HSC 1630- 004 **Tuesday and Thursday 5:30p- 9:30p***</b>        | DE |  |
| <b>July 2- August 4</b>  |    |  |
| July 2, 7, 9, 14, 16, 21, 23, 28, 30, Aug. 4                       |    |  |
| <b>HSC 1630- 009 **Saturday 8:30-5:30**</b>                        | LM |  |
| <b>August 1-August 29</b>  |    |  |
| Aug. 1, 8, 15, 22, 29  |    |  |
| <b>HSC 1630- 005 **Tuesday and Thursday 5:30p- 9:30p***</b>        | DE |  |
| <b>September 8- October 8</b>                                      |    |  |
| Sept. 8, 10, 15, 17, 22, 24, 29, Oct. 1, 6, 8                      |    |  |
| <b>HSC 1630- 006 **Saturday 8:30-5:30**</b>                        | LM |  |
| <b>October 3-October 31</b>  |    |  |
| Oct. 3, 10, 17, 24, 31   |    |  |
| <b>HSC 1630- 007 **Tuesday and Thursday 5:30p- 9:30p***</b>        | DE |  |
| <b>November 10- December 15</b>                                    |    |  |
| Nov. 10, 12, 17, 19, 24, Dec. 1, 3, 8, 10, 15 (closed November 26) |    |  |

If you have any questions please contact:  
Continuing Education/ Health and Human Services  
C building, Room 103  
Fax: (803) 981- 7327

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